

**Preservation Services**  
**Annual Report FY15 (July 1, 2014 – June 30, 2015)**  
**Prepared by Jennifer Hain Teper, Unit Head**

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**I. Unit Narrative: Unit Overview, Activities and Accomplishments**

The Preservation Services Unit serves the University Library through the provision and coordination of preservation, conservation, and imaging services, including: Bindery Preparations, Pamphlet Binding, Preservation Reformatting, Book Repair and Conservation, Media Preservation, Digital Preservation Management, Born Digital Preservation, Digital Imaging, Disaster Planning and Recovery, and other contracted preservation services (conservation, deacidification, protective enclosures, mold remediation, and reformatting). Other activities include: education and training of all topics related to preservation, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

**1. Major activities and accomplishments of the Preservation and Conservation in FY15:**

The following listings are short notes of exceptional accomplishments in particular areas of the Preservation and Conservation Program. Regularized activities are listed in “Statistics” section of the report.

- A. New Leadership Model for Digital Imaging. Over the fall of 2014, preservation staff developed a plan for a new leadership model for the Digital Content Creation Unit (DCC), who had lost their faculty unit head to retirement (Betsy Kruger). After extensive consultation, a proposal was taken to EC to roll the DCC services under the auspices of Preservation and Conservation, which was approved and formalized in January of 2015. Since that time, the unit has changed its name to “Preservation Services”, and both Head of Preservation, Jennifer Hain Teper, and Preservation Librarian, Kyle Rimkus, have taken on additional responsibilities for the leadership of DCC. Most significantly, Kyle Rimkus has moved his office to room 413 and taken on responsibility of leading the library’s in-house imaging services, alongside Angela Waarala, who has taken on additional responsibility for daily operations. During this year of transition, Angela focused on relieving backlogs and streamlining scanning operations, which has led to a more efficient daily operations, shaving an estimated \$30,000/year in hourly wages.
- B. Moved Preservation. Completed finishing out two of five specialized work areas in Main Library for preservation activities: room 429 for digital preservation and digital forensics work, and room 439 for cleaning, freezing, and mold remediation. Rooms 425 A/B/C still require furniture and/or facilities upgrades, which will continue into fall of 2015.
- C. Preservation Reformatting & Digitization. In addition to the formal change in leadership of DCC, noted above, Preservation Services has continued to provide leadership for outsourced imaging services, including preservation and workflow support of the Google Books Project for the entire reporting year, and administrative oversight and workflow management of our partnership with the Internet Archive, both with the local scanning center and with a pilot, large shipment of materials to their regional Fort Wayne IN scanning center. The digitization of our brittle book materials has continued to be outsourced and largely fed by brittle content identified by the Google Project. Kyle Rimkus and Jennifer Hain Teper (along with Kirk Hess before he departed the Library) drafted a bid document for library digitization services for books, newspapers, and microfilm, which should result in a new digitization contract in FY16.
- D. Digital Preservation
  - Web Archiving – Due to the sunseting of the California Digital Library managed Web Archiving Service, I stewarded transition to the Internet Archive’s Archive-It Service. Currently, we are in the process of migrating data from CDL to Archive-It but have begun to archive within the new service. Our Web Archives Collections total approximately 3.2 TB of data.

- Born Digital Reformatting lab – completed construction of the Born Digital Reformatting Lab in rm. 429. Provided an introduction to the lab’s services to members of the Born Digital Special Collections Working Group. Nearly 700 unique items of various obsolete media types (5.25” and 3.5” floppies, optical disk, hard disk drives, etc.) were recovered and transferred to managed networked storage.
- Continued working collaboratively with various units – Archives, Sousa, RBML and Content Access Management representatives – to develop and refine policies, guidelines and workflows for managing born digital content.
- Staff (Tracy Popp) completed the final coursework necessary to take the Society of American Archivists’ Digital Archives Specialist certificate exam and will take the exam in Nov., 2015
- With repository developers, improved Medusa’s image display and checksum verification features
- With graphic designer, improved Medusa’s user interface
- In coordination between NCSA and Library IT, improved automated deposit of digital content from library to NCSA storage condo

E. Audiovisual Media Preservation:

The audiovisual media preservation program continued not only its core reformatting responsibilities, but also undertook a large number of other projects related to improving the library’s and campus’ media preservation efforts, including:

- Completed Campus Media Census and final project report.
- Continuing research, planning and consultation with contractors, consultants and F&S on design and construction of dedicated preservation lab spaces for audio, video and conservation of media materials. Purchased and procured supplies and equipment for lab installations. Continued the collection and assessment of various analog A/V equipment and worked with trusted vendors on repair, maintenance and restoration of numerous pieces.
- Preservation, physical conservation and digitization of materials from Sousa Archives and Center for American Music, Prairie Research Institute, CMS, University Archives and others.
- Continued work with individual collecting units to establish media preservation policies, procedures and workflows.
- Coordinated with digital preservation unit for ingest of newly reformatted collections into the Medusa Digital Repository. Worked with repositories on file naming conventions.
- Archival use of Olympic films from Avery Brundage Collection for documentary film "Olympic Pride, American Prejudice (Coffee Bluff Pictures, in production)
- Project consulting & planning: Both within and outside of Library. Examples from campus units include: Simphonia de Camera, Krannert Art Museum, Department of Dance, Material Sciences Department, Dept. of Education, and College of ACES.
- Collaborated with Jeff Carpenter (NCSA) on proposal for the NCSA SPIN (“Students Pushing Innovation”) program.

F. Collections Care:

- Implemented new Pres/Cons Database workflow and documentation
- Oversaw Archives Oversized Items Move Project (NSM support) (Nov 2014 – June 2015) included moving, rehousing, encapsulating, repairing, and flattening approximately 2,500 oversized materials from University Archives in support of move to 146 Library (some materials remaining in room 19). Some follow-up work will continue into FY16.
- IHLC Assessment & Rehousing of Oversized Items. Assessed 632 items in IHLC, identifying items in need of rehousing, mold remediation and conservation.
- Established/Retrained new IPM & Climate Monitoring locations - Multiple training sessions were conducted for establishing environmental monitoring & IPM in Music & ACES, and in Smith Hall
- Training/ Support of Cleaning in ACES - student worker was trained and supplies were provided to clean a discreet section of their book shelves.

- Room 425 rearranging - Assisted in the planning & rearranging of space in room 425 to optimize Bindery & Collections Care workflows.
- G. Workflow Management. With a great deal of help and leadership from Jon Gorman from IT, Preservation Services moved to a new tracking database to manage workflows for materials in general collections conservation, special collections conservation, collections care, preservation reformatting, outsourced treatments/loans, and Internet Archive shipment preparations.
- H. Conservation.
- *Special Collections Conservation*.
    - Led successful mid-career conservation Colloquium on Adhesives (50 attendees)
    - Oversaw full time Conservation Intern from Buffalo State University conservation training program (Sept. 2014 – July 2015)
    - Advised and collaborated on SalMar Conservation project at the Sousa Archives and Center for American Music
    - Supported more complicated repairs related to the Archives Move NSM (see above)
    - All backlog work completed
    - Supported 7 exhibits at Spurlock Museum, Krannert Museum, Mendel Museum, Student Life and Culture Archive, and RBML (in aggregate 132 items prepared)
    - Performed assessments of four special collections
  - *Art Conservation*. Preservation and Conservation staff significantly aided in the conservation of fine and decorative art by completing data collection for fine art materials held in the library that are not formally part of the collections. In FY16 we hope to use this data to coordinate a routine care plan for these materials.
- I. Grants & Advancement.  
The Preservation and Conservation Program managed the oversight of two federal grants, submitted applications for an additional three federal grants, and participated in various other advancement projects to promote the Preservation program at the University of Illinois. Among the programs' undertakings in FY12 were:
- 1) Grant Applications Submitted:
    - Andrew W. Mellon Foundation Invitation. Although unsuccessful, the conservation program, in collaboration with GSLIS was invited to submit a pre-proposal for graduate conservation education in book and paper conservation. While not invited to submit a full proposal, the fact that we were invited at all shows some level of recognition by the Mellon Foundation for our efforts in conservation.
    - Illinois State Library Newspaper Reformatting Grant. (\$250,000, 1/1/2015-12/31/2016, PI: Kyle Rimkus). The Illinois State Library awarded UIUC a two-year grant to digitize public domain Illinois newspapers, to enrich its Illinois Digital Newspaper Collections site.
  - 2) Newly Funded Grants:
    - Illinois State Library Newspaper Reformatting Grant. The grant began in calendar year 2015, but hired critical staff, graduate assistant and project coordinator Kristina Williams, in May. Principal activities in this fiscal year included planning and sending microfilm for digitization.
    - Advancing File Format Policymaking for Digital Preservation. This UIUC Campus Research Board's award of \$17,977 to P.I. Kyle Rimkus hired project graduate assistant Scott Witmer, who began work on the project in FY2016.
    - Library Marketing Grant Proposal- a joint effort of HPNL, Office of Information Literacy & Preservation to create training brochure and videos for users of print newspaper copies.
  - 3) Current Grant Administration (previously funded):
    - NEH Sustaining Cultural Heritage Implementation Grant titled: *Implementing an Energy Efficient and Sustainable HVAC System at the University of Illinois, Archives Research Center* (\$300,000, 10/2013 – 9/2016, Jennifer Hain Teper, PI). Although this project is behind schedule due to

adjustments to the approach for one space being renovated, the resulting project plan meets all desired outcomes and gives greater flexibility for future renovations to the HVAC system.

- IMLS National Leadership Grant (demonstration grant) titled *Extending Preservation Self-Assessment Option for Libraries, Archives and Museums* (\$213,932, 12/2013 – 11/2015, Jennifer Hain Teper, PI) Activities undertaken in FY15 include:
  - Complete programming of assessment tool
  - Completed all preliminary testing on user groups and trouble shoot the application
  - Created supporting documentation and website for the application
  - Completed significant public and professional outreach promoting the project
- NFPE Basic Preservation Grant titled *Joseph T. Tykociner Film Preservation Project* (\$12,386, 12/2013 – 12/2015, Josh Harris PI). Funding will pay for professional film to film transfer and audio analysis and recreation from unique, nitrate based experimental sound on film technology. This grant was extended due to the closure of the film preservation firm the grant had projected to employ for preservation services.

4) Other Advancement Activities

The Conservation Unit participated in the following activities:

- Tours and Donor Relations: Four organized tours of the lab, requested by the Office of Advancement were held at the Conservation Lab for development purposes (10/18, 11/4, 11/6, 6/9)
- Preservation staff attended the Library Friend's Advancement event in the winter of 2014.

**2. Major challenges faced by the Preservation and Conservation Units during FY2015**

- A. As noted in 1.A., above, the shift of moving DCC under preservation leadership has been challenging and consumed a great deal of time within both Preservation and DCC.
- B. Although the move of the Preservation Unit has been a great improvement for the staff working space, facilities improvements are still pending for all of the specialized spaces in the Main Library for audio and visual reformatting and treatment, digital forensics, and material cleaning spaces.
- C. Staff loss (as noted below, in item 3) has been a big challenge in maintaining operations and transferring/documenting knowledge effectively.
- D. Staff loss or temporary health/paternity leave in units Preservation Services collaborates with closely, particularly on digital projects, slowed progress on certain digital repository-related initiatives.

**3. Significant changes to unit operations, personnel, service profile, or service programs; FY15 has been a year of staff loss in Preservation, overall shouldering a permanent loss of 2 FTE and temporary loss of an additional 2.2 FTE.**

- A. Annette Morris, Preservation Reformatting Coordinator, retired in July of 2014. This position has remained unfilled and responsibilities have been covered by a combination of graduate assistants and faculty.
- B. As noted above, Preservation has taken on leadership of the DCC program. Although this was initially agreed upon with the understanding that Betsy Kruger's faculty line would be reopened, that did not end up being approved and her position has been absorbed, largely by Kyle Rimkus and to a lesser degree by Angela Waarala and Jennifer Hain Teper.
- C. Tracy Popp temporarily reduced her appointment to 80%.
- D. Kirk Hess (whose position was slated to move in support of Preservation Services) left the Library in February of 2015. The position has been approved and a search is underway, however, there has been a gap in technologic support for newspaper reformatting and workflow scripting since his departure.
- E. Cher Schneider, Sr. Conservator for special collections (flat paper), took maternity leave for

the months of April, May, and June of 2015.

- F. IMLS Grant Project manager, Ryan Edge, left the library in November of 2014 and was replaced by a half-time graduate assistant due to the inability to refill academic staff on a current grant without unduly delaying progress on the grant. The remaining 50% was backfilled by Jennifer Teper as PI.
- G. Jane Gammon, LOA-Conservator, was on medical leave for two months in early 2015

#### 4. Preservation and Conservation contributions to Library-wide programs

As preservation and conservation are library-wide services, everything that we undertake serves the library as a whole. However, the Preservation and Conservation Program has participated in several Library-wide efforts:

A. Library Staff Education & Training: The Units offered several training opportunities for library staff:

- Booksnake workshop (4/2015)
- Simple repairs workshop (4/2015, 6/2015)
- Care and Handling workshop (4/2015)
- NISO webinar (05/2015)
- HHI/ALA Preservation Stats Webinar (6/2015)
- RPC brownbag presentation (2/2015)
- BEAP (Building Emergency Action Plan) training and website development, in coordination with the Office of Facilities (n.d.)
- Creation of Pest Management web log in coordination with Office of Facilities (n.d.)
- Presented poster at 2014 Library Research Day

B. Campus, Public, and Professional Engagement: Additionally, members of Preservation Services participated and/or helped organize several campus, public, and professional outreach activities during this reporting year including:

- 1) Campus tours and lectures: NONE
- 2) GSLIS

Preservation staff served as a lead instructor for two GSLIS full semester courses, and guest lectured or gave tours for an additional five courses (some multiple times over the FY): Exhibit Design and Installation LIS590EDI (10/2014, Schneider) Information Organization and Access LIS501 (10/2014, 3/2015 Teper, Centeno, Schneider, Harris), Preservation of Information Resources LIS582 (10/2014 and 3/2015 Teper, Schneider, Harris, Waarala); Collection Development LIS508 (3/2015, Hebert) Music Librarianship LIS530 (Harris) and collaborated with Professor Robert deCandido and advised several students on LIS586 final project.

3) Public tours/lectures/outreach:

- Participated in “Five Days of Preservation” public awareness project
- “Champaign County on Film.” Presentation and film screening as part of The Urbana Free Library and UIUC Student Life and Culture Archives “Town and Gown Speaker Series.” (10/2014)
- Consulted with the McLean County Museum of History on the preservation of its newspaper morgue collection (2/2015)
- Presented workshop to OLLI members on preserving family heirlooms (3/2015), and led one tour of the conservation lab for a different group of OLLI members (3/2015)
- Centennial HS and Edison Middle School Book Clubs tour and workshop (4/2015)
- Coordinated workshops, blog content & website creation for ALA’s Preservation Week with Preservation Services staff (4/2015)
- Presented on newspaper preservation to the Daughters of the American Revolution (5/2015)
- Presented "Media Preservation for African Librarians" to visitors from the Mortenson Center, University of Pretoria - MIT Carnegie Program

- Participated in the "Mortenson Center Friends" program in association with the 2015 Mortensen Center Associates.
  - Presented tour of digitization studio for Summer Educational Institute for Visual Resource and Image Management (SEI)
- 4) Professional Presentations and Posters:
- **Professional Conference Presentations.** Wayne State University's Digital Preservation Colloquium (4/2015, Popp); Midwest Archives Conference (5/2015 Popp); International Council on Museums Conservation Committee triennial conference (9/2014, Teper), Illinois Association of Museums (10/2014, Edge and Teper), Two presentations at South East Asia-Pacific Audio Visual Archive Association (05/2015, Harris); AASLH (9/2014, Edge); AIC (5/2015, Teper); SAA (8/2014, Edge)
  - **Webinars:** C2C (11/2014, Eiseman)
  - **Workshops:** NONE
  - **Posters:** ILA (10/2014, Edge), MAC (11/2014, Eisemann)
- 5) Other
- Volunteers – oversaw 3 volunteer positions (two in conservation and one in preservation) for a total of approximately 150 donated hours.
  - Conservation and Preservation staff fielded numerous phone calls and e-mails from the public seeking information on the preservation and conservation of family heirlooms.
- C. Assistance with other Library Initiatives (outside those mentioned above)
- 1) Provided preservation input into planning for participation in the CIC Shared Print Repository
  - 2) Provided a full condition assessment, pilot conservation and digitization of two volumes, and significant project planning for the Illinois Water Survey's collection of historic weather records, in collaboration with Susan Braxton, Prairie Research Institute. This project may turn into a grant in FY16.
  - 3) Provided a condition assessment of the historic student architectural drawings in collaboration with Professor Marci Uihlein, Architecture.
  - 4) Assisted with three University Archives collection rehousing plans (Carl Woese x-rays, DIA photo archives, and ACES photo archives).
  - 5) Chaired Digital Repository Management team (Rimkus) with the goal of better unifying the library's digital production, preservation, and access efforts.
  - 6) Chaired Image Management Evaluation Team (Rimkus) with the goal of proposing a solution to the library's struggles with image management software triggered by the 50,000-item limit in its current CONTENTdm implementation.
  - 7) Chaired HathiTrust Working Group (Waarala) with the goal of streamlining the library's HathiTrust digitization and deposit workflows.

#### 5. Review progress made on Unit Annual Goals for FY15;

Area	Goal	Status
<u>Administration</u>	Complete proposal for future of programmatic digitization in the Library	Completed and implemented
	Complete transition of treatment database to custom SQL with web interface	Completed for all by DCC and report interfaces
	Complete renovation of specialized spaces in main library for preservation treatments	Completed for 429 and 439
<u>Book Repair</u>	Procure treatment examples for tours	Some examples purchased
<u>Oak Street Stabilization</u>	Investigate further transfer of Oak Street stabilization efforts to OSLF staff (possible transfer of UG funds)	Largely shifted
<u>Conservation</u>	Institute training on care & handling for GA's and staff in units holding SC materials	Open GA workshop held

	Host biennial conservation conference/workshop	Completed
	Make broader impact on preservation of collections by providing preventative conservation on large collections	Several assessments completed, and major impact through Univ. Archives and IHLC projects
<u>Preservation</u> <u>Reformatting</u>	Provide input and guidance to integration of BB content into Medusa repository	Completed
	Investigate role of brittle books in future participation with shared print repositories	Not begun due to staff departure
	Support the Google Book Search digitization project by undertaking digitization of severely brittle materials	Underway
	Document workflow and procedures for newspaper reformatting	Begun
<u>Education and</u> <u>Training</u>	Introduce new or revisit previous workshops for Library staff (and possibly GSLIS) including an introduction to 'audio-visual preservation', 'exhibit preparation and planning', and revisiting 'Booksnakes', 'Simple Repairs' 'mold, insects and integrated pest management', 'GA training on care and handling', and work with the Office of Facilities on programs on disaster response (personnel as well as collections)	Completed
	Participate in an outreach effort in collaboration with the Urbana Free Library during the celebration of Preservation Week, April 6 to May 2, 2015	No collaboration with TUFL, but participation completed.
<u>Media</u> <u>Preservation</u>	Publish Media Census white paper and begin to investigate action on Census recommendations.	Completed
	Continue transcription disk project	Underway: nearing completion
	Continue to establish better digital media storage framework and working file management	Underway: significant progress made in this area
	Formalize services and workflows for preservation of analog media collections	Underway: directly associated with lab construction
	Installation, testing, and implementation of media preservation student and lab spaces	In progress
<u>Digital</u> <u>Preservation</u>	Integrate Medusa digital preservation repository into digital content management workflows library-wide, to include research management service.	In progress, nearing implementation
	Complete new lab spaces for the preservation of time-based media and born-digital materials	Completed
	Establish workflows for the preservation of born digital materials to enable digital preservation as well as archival arrangement and description.	Completed
	Explore feasibility of a sustainable statewide digital preservation service, possibly with startup support from the IMLS	Completed, unsuccessful at this time
<u>Collections Care</u>	Increase awareness of loanable equipment for collections care	Underway
<u>PSAP/IMLS</u> <u>project</u>	Complete final year of grant including testing, launch and promotion	Underway

<i>DCC</i>	Adopt interim leadership plan and adapt workflows to new leadership model [...].	Completed
	Adapt to the changing environment and organization of the library with possible plan to join Preservation [...].	Completed
	Develop models and implement formal project management strategies in planning future digitization efforts according to the material and equipment used [...].	DCC performed several time trials to determine cost per page/item to digitize content in its labs.
	Train new staff to replace to perform quality assurance and staging content for ingest into our access systems.	Completed
	Continue work with Preservation, IT and repository groups to improve DCC's workflows and ingest processes into preservation and access repositories.	Significant progress in this area
	Continue Internet Archive book-scanning program.	(IA oversight moved to Administration), partnership continues, largely fed from Google rejects.
	Continue and/or complete the in-house digital collections still ongoing from FY14	All completed, except Theses and Dissertations still ongoing
	Follow up with selectors about proposed projects	Completed
	Hold open house in fall 2014 to showcase DCC projects possibly coordinating with Preservation's open house.	Not undertaken, due to leadership transition
	Continue participation in IMLS CRMS-World grant with University of Michigan and other grant partners.	Partnership completed 5/2015

#### 6. Unit Annual Goals for FY16.

<b>Area</b>	<b>Goal</b>
<i>Administration</i>	Fully integrate DCC into Preservation Services Administrative structure
	Once media labs are complete, organize preservation services open house
	Continue to consider preservation prioritization guidelines for general collections content vis-à-vis digitization and shared print storage
	Secure permanent funding for Collections Care program
	Pursue possible grant funding for historic weather records project, if possible
	Increase advancement opportunities for preservation services <i>outside</i> of conservation lab
	Create documentation and internal procedures guidelines and move existing (scattered) materials to follow new guidelines
<i>Book Repair</i>	Begin weekly "tips" sessions to share treatment tips among conservations staff
<i>Conservation</i>	Begin weekly "tips" sessions to share treatment tips among conservations staff
	Hire rare book conservator
	Begin formalizing plans for 2 <sup>nd</sup> conservation colloquium
<i>DCC</i>	Develop more efficient tools for quality control of DCC digitized collections with the support of IT to expedite ingest of content into preservation and access repositories.
	Implement JIRA in managing our in-house digital workflows tracking progress of content in digitization queue.
	Develop digital projects database with IT for intake and vetting of projects in the library.
	Work closer with Preservation to improve processes for digital production and improve communication for overlapping workflows such as Medusa Ingest.
	Update DCC website with consideration of Preservation's website providing continuity for the new merged unit.

<u>Preservation Reformatting</u>	Hire Digital Reformatting Coordinator
	Develop clear(er) guidelines in collaboration with HPNL for newspaper reformatting and prioritization/identification
	Complete library-wide assessment of current digital collections to inform a strategic approach to future collection development.
	Introduce simplified process for proposing, vetting, planning, and implementing digital projects across all of Preservation Services' reformatting activities.
<u>Education and Training</u>	Continue inhouse outreach efforts in FY16 including "care and handling", "booksnakes" and "simple repairs".
	Increase public outreach efforts, including possible public event for Preservation Week, participation in Preservation Emporium, and others....
<u>Media Preservation</u>	Establish a budget strategy for sustaining the media preservation program. Looking beyond its initial "startup" phase, what are its ongoing costs for hardware, supplies, software, and staff? How will we sustain this as a service when we cannot expect new money to come to us from the state in the near term?
	Client focused workflow: Enhance policies and procedures to accurately reflect new changes in services in conjunction with in-house lab capabilities. Disseminate throughout Library and meet with key stake-holders.
	Internal unit focus workflow: Begin creation of structured workflow documentation to assist in day-to-day activities and decision making. This may be in conjunction with, or associated to, the development of new tracking database.
	Begin to compile and organize structured internal documentation relating to preservation and conservation techniques. This will include "how-to" guides, reference manuals and equipment, hardware and software training guides. This may also include the compilation of an organized, in-house library of literature, manuals and associated articles.
	In association with the CME, develop a strategy and potential service model for providing media preservation services to the UIUC campus community.
	Develop a plan, strategy and model for enhanced tracking database for media preservation services workflow.
<u>Digital Preservation</u>	Complete analysis of digital collections to help inform future digitization efforts.
	Transition oversight of Medusa and digital preservation content management to Tracy Popp.
	Integrate Medusa with Fedora repository efforts underway from repository developers.
	Complete file format research project and implement comprehensive library-wide file format policy for digital preservation.
<u>Collections Care</u>	Complete equipment inventory and loan project and advertise
	Move all disaster response web content to independent webpage
	Transition all BEAP maintenance to Office of Facilities
<u>PSAP/IMLS project</u>	Launch program publically, promote widely and wrap up grant

**7. Number of GAs employed in FY15:**

- A. 3.0 FTE
- B. 6 positions

**8. Funding Sources for GAs:**

- A. 0.5 FTE (12 mo appointment) funded from Mellon Endowment
- B. 2.0 FTE (9 mo appointments) funded from state operating funds
- C. 0.5 FTE (9 mo appointment) funded from IMLS grant

**9. Major Responsibilities**

- A. Overview of Significant Contributions/Projects, outside of regular duties outlined in job descriptions on file in HR

- 1) Digital Preservation Graduate Assistant (Madison Sullivan, supervised by Kyle Rimkus and Tracy Popp)
    - Digital Preservation GA Madison Sullivan updated training materials and offered two Medusa workshops to Medusa users in the University Archives and Sousa Archive and Center for American Music
  - 2) Media Preservation Graduate Assistant (Andrew Crook, supervised by Joshua Harris)
    - Contributed significant research in audiovisual and laboratory equipment needed for design of audio, and video preservation studios and media conservation labs.
    - Worked directly with Metadata Librarian Ayla Stein on research for future metadata standards related to A/V preservation.
    - Researched and compiled an extensive requirements analysis related to the design of an in-house workflow tracking database for media preservation.
  - 3) Preservation Reformatting Graduate Assistant (Molly Wayne, supervised by Kyle Rimkus and Angela Waarala)
    - With announcement of pending retirement of Preservation Reformatting Coordinator, Annette Morris, worked to complete documentation of preservation reformatting processes, updated HathiTrust ingest documentation, and managed ongoing ingest during the fiscal year.
  - 4) Collections Conservation Graduate Assistant (Beth Mitchell, supervised by Jennifer Hain Teper)
    - Undertook cost projection and workflow analysis of Google rejects backlog and proposed “waterfall” project implementation.
    - Completed physical assessment and photography of all fine and decorative art throughout the library system not considered collection materials
  - 5) Special Collections Conservation Graduate Assistant (Kasie Janssen, supervised by Cher Schneider)
    - Took lead on chemical safety program work, updating MSDS to new SDS format and overseeing chemical disposal from conservation lab.
    - Completed nearly all incoming conservation work from Sousa Archives and Center for American Music, adding up to over 100 hours of cumulative benchwork.
    - Completed treatment on all backlogged maps
    - Led all conservation support for two exhibits while Sr. Special Collections Conservator was on maternity leave (and assisted with three others).
    - Served as volunteer on Library Exhibits Committee
    - Led two simple repair workshops for Library staff members.
  - 6) PSAP Grant Coordinator (Amanda Eisemann, supervised by Jennifer Hain Teper)
    - Presented at multiple conferences and webinars
    - Drafted a paper for publication on the grant project outcomes
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## II. Statistical Profile

### 1. Facilities

- a. Total User Seating (NA)

### 2. Personnel

#### i. Faculty

1. Jennifer Hain Teper (100%) (Full reporting year, state and endowment funded)
2. Kyle Rimkus (100%) (Full reporting year, state funded)

3. Betsy Kruger (100%) (retired November 2014, not officially part of preservation, but included here with other DCC staff who transitioned to preservation mid-year).
- ii. Academic Professionals
  1. Joshua Harris (100%) (Full reporting year, state funded)
  2. Tracy Popp (80%) (Full reporting year, state funded)
  3. Cher Schneider (100%) (Full reporting year, endowment funded)
  4. Henry Hébert (100%) (Full reporting year, endowment funded)
  5. Miriam Centeno (100%) (Full reporting year, gift funded)
  6. Ryan Edge (100%, visiting) (July-Nov 2014, grant funded)
  7. Angela Waarala (100%) (officially part of preservation January-June 2015, state funded)
- iii. Civil Service Staff
  1. Erich Burkhardt (Library Assistant) (100%) (Full reporting year, state funded)
  2. C. Jane Gammon (LOA, Conservator Specialization) (100%) (Full reporting year, state funded)
  3. Jody Waitzman (LOA) (100%) (Full reporting year, endowment funded)
- iv. Graduate Assistants
  1. Andrew Crook (50%) (August 16, 2014-May 15, 2015, state funded)
  2. Molly Wayne (50%) (August 16, 2014-May 15, 2015, state funded)
  3. Madison Sullivan (50%) (August 14, 2014-May 15, 2015, state funded)
  4. Elizabeth Mitchell (50%) (August 14, 2014-May 15, 2015, state funded)
  5. Kasie Janssen (50%) (July 1, 2014-June 30, 2015, endowment funded)
  6. Amanda Eisemann (50%) (August 14, 2014-May 15, 2015, grant funded)
- v. Hourly wages \$148,597 (11,939 hours = 5.85 FTE, avg \$11/hr)
  1. Preservation Administered funds:
    - a. State Account: \$68,319 (6,115 hours = 3.05 FTE)
    - b. Laible gift: \$4,072 (478 hours = 0.24 FTE)
    - c. Friends gift: \$12,802 (1,110 hours = 0.55 FTE)
    - d. Velde Endowment: \$0 (0 hours = 0.00 FTE)
    - e. IMLS PSAP Grant: \$7,697 (491 hours = 0.25 FTE)
    - f. DCC fund (roll over funds): \$80,278 (5,824 hours = 2.8 FTE) (reported for full FY)
    - g. DCC gift fund: \$0
  2. Non Preservation Administered Funds:
    - a. Google: \$37,632 (2,991 hours = 1.5 FTE)
    - b. IMLS/CRMS Grant: \$17,664 (1414.4 hours = 0.68 FTE)
- vi. Volunteers
  1. 3 volunteers (some seasonal, some regular)
  2. total donated hours for FY15 = 150 (approximately 3 hrs/wk)
- 3. User Services**
  - 1) Independent Studies/Practica
    - a) Teper, Jennifer Hain (LIS 592: Practicum), Faculty Advisor, 2 students, Spring 2015
  - 2) Credit Courses
    - a) 2 full semester GSLIS courses:
      - a. Teper, Jennifer Hain and Andrew Huot (LIS590GN *Conservation of General Collections*) Spring 2015, 12 students
      - b. Teper, Jennifer Hain (LIS582LE *Preserving Information Resources*) Fall 2014, 25 students
    - b) Guest Lectures
      - Three lectures for LIS 501 (Information Organization and Access), Professors Smith and Bonn
      - One for LIS 590EDI (Exhibit Design and Installation), Professor Hotchkiss
      - Three guest lectures for LIS 582 (Preservation of Information Resources), Teper
      - One lecture and one tour for LIS582le, Preserving Information Resources, Professor Huot
      - One lecture for LIS530 (Music Librarianship and Bibliography), Professor Wagstaff

- One lecture for LIS508 (Collection Development)
- 3) Reference and information services – Fulfilled 17 digital reproduction patron requests, including:
- 2 books (General Collection Stacks)
  - 7 Theses/Dissertation (Archives)
  - 6 Posters (Archives)
  - 62 Maps (Map Library)
  - 1 Newspaper (Preservation)
  - 1 Poster (IHLC)
  - 8 Letters (IHLC)
  - 17 – Print reproduction (Map Library)
4. **Other Statistics – Preservation Production Stats**
- 1) Conservation and Book Repair: We have continued to serve the University Library System by offering simple through complex book and enclosure treatments for special, circulating and reference collections. Over the past year, the unit has undertaken the following:
- a) *Pamphlet Binding*: bound **1,075** items into customized pamphlet binders (FY13 2,595, FY14 3,891)
  - b) *General Collections Conservation and Quick Repairs*: overall, general collections conservation (inclusive of the Google project) and collections care (quick repairs) repaired **6,156** items consisting of 6,114 books, 42 pieces of flat paper, and 0 teaching kits. Repairs predominantly took under 2 hours, but 4% took 2-4 hours and 1% took 4-8 hours. (FY13 3,482 FY14 2,897 total). Of that total, 4,177 items were part of the Google Project, and 400 were simple repairs taken on by Collections Care.
  - c) *Special Collections Conservation*: **969** items repaired and **114** items prepared for exhibits (FY13 346 items repaired, 188 exhibit support, FY14 1,089 items repaired and 162 items prepared for exhibit) consisting of 92 pamphlets, 653 books, 224 pieces of flat paper, 0 photographs, and 0 objects. Treatment times were predominantly under 2 hours, but 11% took between 2-4 hours, 1% took 4-8 hours, 4% took 8-16 hours, 2% took 16-40 hours and just under 1% took over 40 hours to complete.
  - d) *Oak Street Stabilization*: Oak Street Stabilization continued to decline sharply in FY15. In FY15 496 items were stabilized, 281 received enclosures and 6 items were repaired for a total of **683** items. (FY13 4,191, FY14 1,450 total)
  - e) *Enclosures/Rehousing*: **4,890** items received custom enclosures, encapsulation, or rehousing in FY15 (FY13 562, FY14 389). This was largely due to the Archives Move project, which contributed 3,933 items to the total.
  - f) *Cleaning/Disaster Recovery*: XX items were cleaned or dried (or both) (FY13 131, FY14 1,057)
- 2) Preservation Reformatting:
- a) *Brittle Books to Digital*: **507** items were reformatted to digital format and **7** items were reproduced as preservation quality physical facsimiles (FY13 646, FY14 352/14)
  - b) *Microfilm*: produced **3** reels of preservation quality microfilm for embrittled newspaper content and repaired an additional **27** rolls of microfilm (FY13 repaired 20 reels of film, FY14 produces 23 repaired 5)
  - c) *Replacement Pages*: Produced **8** replacement pages for missing content to local volumes (FY13 87 pages, FY14 223)
- 3) Commercial Binding Preparations
- a) *Monographs*: bound **3,619** monographic titles (FY13 5,186, FY14 5,341)
  - b) *Serials*: bound **8,383** serial volumes (FY13 9,546, FY14 7,413)
  - c) *Other*: bound 68 thesis or “other” formats.
  - d) *Custom Protective Enclosures*: measured and ordered **790** custom boxes (FY13 1,542, FY14 1,110)
- 4) Digital Preservation:

Transferred over 1,000 discreet media items (predominantly 5 ¼ inch floppy disks). (FY13 149, FY14 over 1,000 discreet media items)

Ingested over 34TB and 3,000,000 master files into Medusa long-term storage (FY14 17TB and 4,000,000 master files)

- 5) Time-based media reformatting: Over FY15, the Preservation Unit has overseen both in-house and outsourced time-based media reformatting. The program transferred audiovisual assets from **1,183** analog sources, including various video tape formats (55 items), motion picture films (59 items), grooved audio disks and various audio tape formats (313 items), and the migration of 756 lacquer transcription disks from the ongoing WILL Broadcast Transcription Disk Project. (FY14 transferred 620 discreet items). Additionally, a large subset of the above transferred items and approximately 300 additional items received general preservation or more intensive conservation treatment.
- 6) DCC
  - a) Exhibition Reproduction
    - 3 Requests for reproduction (RBML) for exhibition images (79 digital reproductions of single pages/flat material)
  - b) Facsimile Reproduction for library units
    - Deans office – 10 photograph facsimiles
    - Archives -127 print facsimiles
  - c) Digitization
    - **Ongoing Projects**
      - RBML Digital Manuscript Collections – 4 manuscripts
      - RBML Digital Rare Book Collections- 98 Cavagna books, 3 - Emblematica books
      - RBML Project Unica – 1 book
      - World War I Maps (Map Library) – 315 maps
      - ALA World War I Scrapbooks – 2 books incl. 332 pages digitized, 3 more in queue
      - Theses and Dissertations – 555 volumes (includes 164 foldouts)
    - **Completed Projects**
      - Sanborn Fire Insurance Maps II - second phase of project cont. from 2012 – (Map Library) 11,160 maps
      - Russian Card Catalogue (Christopher Condill) 6872 cards
      - Minor Civil Division Maps (Map Library)– 49 maps
      - National Highway Association Maps (Map Library) - 109 maps
      - Addition to Maps of Africa Collection – Tom Bassett Personal collection -18 maps
    - **Pilots**
      - 1 volume – incl. 238 sheets (Historic Weather Records pilot Prairie Research Institute)
      - 4 Letters – incl. 8 sheets (CLIR Archives grant pilot)
      - 10 Letters – incl. 134 sheets (RBML/Antonio Sotomayor grant pilot)
  - d) **HathiTrust Ingest**

Digital Content Creation generally only reformats content, however this year the unit began preparation and ingest of locally digitized content from legacy collections digitized in the unit in the last 8 years as well as new content for RBML collections.

    - RBML Digital Manuscript Collections – 19 books
    - RBML Digital Rare Book Collections- 28 books
    - RBML Project Unica – 132 books
    - Annual Reports of the Colonies – 9 volumes
    - Illinois Environmental Protection Agency Ground Water Quality Protection Program – 867 issues
    - Illinois Historical County Atlases – 34 volumes
    - Public domain volumes - 294

- Spanish Plays – 119 plays
- University High School Yearbooks – 20 volumes
- US Government Documents – 141 items
- Alpha Tau Omega: The Palm – 71 volumes
- ESL Directories – 8 volumes
- Language Testing Updates – 34 volumes

7) Internet Archive

Since August of 2014, Preservation has overseen the partnership with the Internet Archive. In that time, IA has digitized 6,050 books (3,160,174 images).